



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-MP-2006-0089

Vacancy Description: Information Resources Manager, GS-301-14 / 15 (MTS - BC)

Vac/Duty Loc 1: 1, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0301-14/15

Hiring Agency: Environmental Protection Agency

Contact Information: Andrea Lee, 415-972-3826, lee.andrea@epa.gov

Promotion Potential: GS-15

Date Opened: 6/19/06

Date Closed: 7/7/06

Salary: 100104 - 143000

Information:

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" PARAGRAPHS WHICH INCLUDE INSTRUCTIONS FOR SUBMITTING REQUIRED SUPPLEMENTAL DOCUMENTS NECESSARY IN ORDER TO BE CONSIDERED.

This announcement CLOSES MIDNIGHT EASTERN TIME (EST) on the closing date indicated. Remember to adjust your time to that time zone when applying.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY

This merit promotion announcement is open to current permanent employees throughout EPA.

EPA employees who are NOT current permanent employees of Region 9 MUST submit by fax or mail your most recent SF-50 (Notification of Personnel Action). If you are not at the full performance level in your current position, be sure to submit a copy of a SF-50 that indicates your position's full promotional potential.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Management And Technical Services Division, Information Resources Branch, Immediate Office, San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:



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GS-14: \$100,104 - \$130,134 per annum

GS-15: ☐ \$117,751 - \$143,000 per annum

PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-15. The position may be filled at either the GS-14 or GS-15 grade level. the primary difference between grade levels is the degree of supervision and the complexity of assignment. A person selected at the GS-14 grade level may be promoted progressively to the full performance level of GS-15 without further competition.

DESCRIPTION OF WORK AT THE GS-15 LEVEL:

Serves as the Assistant Director for Information Resources and manages the Information Resources Branch. The incumbent, through two subordinate supervisors, plans, develops, coordinates and directs a comprehensive program of information resources management. The information resources program includes a wide variety of components including (1) the selection and deployment of efficient and cost-effective computers, telecommunication equipment, and software for the region including desktop support, network servers and information security management, (2) development and management of environmental information for internal and external stakeholders including environmental indicators and Geographic Information Systems (GIS). The incumbent also leads and manages a multi-disciplinary professional and administrative staff, and exercises fiduciary and managerial oversight responsibility of on-site and off-site contractors. Direct reports include two managers, a budget analyst, three GIS staff, Environmental Indicator specialist and an Information Grants specialist. A significant new focus of the branch manager will be to interface with program counterparts across the regional office and with a variety of governmental partners to foster strategic acquisition and use of information. The incumbent also serves as the regional leader in formulation of IRM policies and procedures and is the primary liaison with HQ, other regional offices and other federal, state and local offices with respect to information management.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ EXCLUDED

Medical Monitoring: NO ☐

Drug Testing: ☐ NO

Financial Disclosure: YES

Supervisory Probationary Period: YES (if applicable)

One Year Probationary Period: NO, unless on a current probationary period.

Position Sensitivity Level: Sensitive ☐

Vacancy Listing Report**QUALIFICATION REQUIREMENTS**

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm). Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

GS-14. Minimum qualifying experience is one year equivalent to the GS-13 level leading, directing or supervising a program with multiple or diverse components including the use of an information resource system.

GS-15. Minimum qualifying experience is one year equivalent to the GS-14 level managing, directing or supervising a program with multiple or diverse components including the use of an information resource system. This experience must include leading or representing the organization in matters relating to complex or controversial issues requiring effective communication, facilitation and problem-solving skills.

There is no allowable substitution of education for the GS-14 or GS-15 level.

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.



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HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A.

1. Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.asp. Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.
2. Submit all required supplemental application materials (see Who May Apply) by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Failure to submit supplemental information will result in an ineligible rating.

ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9

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Human Resources Office, PMD-12
75 Hawthorne Street
San Francisco, CA 94105

WHERE TO OBTAIN MORE INFORMATION

You may search www.usajobs.opm.gov or you may call our office at
(415) 972-3817.

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.